



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
PATUXENT RIVER, MARYLAND 20670-1161

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APR 23 1998

MEMORANDUM FOR ALL HANDS

Subj: POLICY ON WORKPLACE VIOLENCE

1. Workplace violence isn't limited to only a few areas or professions. It can happen anytime, anywhere. However, employees and customers of the Naval Air Warfare Center Aircraft Division have a right to expect a safe environment in which to work and the Department of the Navy is committed to maintaining an environment free from violence, threats, harassment, intimidation, and other disruptive behavior. While, thankfully, forms of violence are not pervasive in our organization, increasing workload and uncertain futures make us more vulnerable to disruptive behavior.
2. It continues to be the policy of this Command that violence, threats, harassment, intimidation, and other forms of disruptive behavior by anyone at any level of the Command are unacceptable and will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such behavior includes oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. If an employee engages in such behavior, he or she may be removed from the premises, and may be subject to disciplinary action up to and including dismissal, criminal penalties, or both. Possession of weapons of any type on agency premises, except by authorized personnel, is an extremely serious offense and will be grounds for appropriate disciplinary action.
3. We need your cooperation to make our workplace safe. Each employee of the Naval Air Warfare Center Aircraft Division is expected to be accountable for his/her own behavior. All employees share in the responsibility of ensuring a workplace free of threats and violence. Employees are expected to adhere to a standard of conduct that is respectful and courteous to other employees. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe such behavior by anyone, agency employee or not, report it immediately to your supervisor. Supervisors and managers receiving such reports should seek advice from their Human Resources Advisor except in a situation of imminent danger. In the latter situation, employees should notify the police immediately. Everyone must be a part of the team working to prevent violence and hostile or threatening situations in the workplace.
4. The rapidly changing environment we find ourselves living and working in requires increasing sensitivity to the effects of stress on our workforce. I would remind each of you that confidential counseling through the Employee Assistance Program is available for employees experiencing difficulty in coping with either work related or personal stress. This service is free to civilian employees and their families. Employee Assistance Program Counselors may be reached by calling 757-1868 (Judy Semones) or 342-6892 (Jerry Jones).

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5. I am committed to ensuring that appropriate action is taken to deal with violent, threatening, harassing, intimidating, or other disruptive behavior. Addressing these problems is the best way to prevent threatening situations and create a safe work environment for all employees. Each of us must do our part to prevent such incidents of work-related violence from occurring. Supervisors and managers are, in turn, responsible for enforcing this policy. If you have questions about this policy statement, contact Ms. Laura Lawson at 342-6867.



J. W. DYER